

Cairo University
Faculty of Dar Al- Ol - um

Grammar
In use
First postgraduate
students

Professor:
Gamal Youssif Mohammed

Grammar revision

الضمائر Pronouns

Subject pronouns		Object pronouns	Possessive Adjectives	Possessive pronouns	Reflexive pronouns
أنا	I	me	my	mine	myself
هو (مفرد مذكور عاقل)	He	him	his	his	himself
هي (مفرد مؤنث عاقل)	She	her	her	hers	herself
هو (مفرد غير عاقل)	It	it	its	its	itself
انت / انتم	You	you	your	yours	yourself yourselves
نحن	We	us	our	ours	ourselves
هم (جمع)	They	them	their	theirs	themselves

Ⓐ ضمائر الفاعل تأتي في بداية الجملة قبل الفعل ، بدلا من الفاعل (اسم).

- ❖ I'm a teacher.
- ❖ He is a doctor.
- ❖ They are Pupils.

Ⓐ ضمائر المفعول تأتي بعد الفعل ، بدلا من المفعول (اسم).

- ❖ Ali played with me.
- ❖ Our teacher will help us.
- ❖ I will give you a present.

Ⓐ صفات الملكية تأتي بعدها الشئ المملوك .

- ❖ This is our house.
- ❖ Could you give me your book?
- ❖ That is my kile.

Ⓐ ضمائر الملكية تأتي غالبا بعد (am / is / are) ، لا تأتي بعدها الشئ المملوك

- ❖ This house is ours.
- ❖ These books are yours.
- ❖ That kite is mine.

Ⓐ نستخدم الضمائر المنعكسة لـ

1- عندما يكون الفاعل والمفعول واحد

☞ I hurt my leg while I was playing.

2- للتأكيد ان الفاعل قام بالفعل بنفسه دون اى مساعدة من اى شخص

☞ She herself baked the cake.

= She baked the cake (on her own / alone / with no help / by herself).

Grammar review

المفعول به إما بالاشارة إلى الفاعل أو التأكيد
الضمير الذي يسبقها.

1- He hurt himself.

2- I saw him do it.

Exercise

Fill in the spaces with suitable personal pronouns:

- 1-saw.....open.....bag.
- 2- Cando this work?
- 3-is an old friend of
- 4- Aregoing to tell.....the story?
- 5- The dog runs till.....becomes tired.
- 6- This isbook.
- 7- Air is necessary to
- 8-taught.....to do so .
- 9- Shemade the cake.
- 10- Theycut the corn.

Objective test

Choose the correct words in the following sentences :

- 1- she looked for her luggage but couldn't find.
(it, them, they).
- 2- He picked up the books and put (they, them, its) on the shelf.
- 3- The goats hurt (itself, herself, themselves) when they fell into the ditch.
- 4- His chances of success are far greater than (us, ours, our)>
- 5- The house (itself, himself, herself) is very nice but the street is very noisy.
- 6- These books are (their, theirs, them).
- 7- He told his cousin to (his, her, its) face that she was wrong.
- 8- I am a friend of (him, he, his).
- 9- They gave us (them, their, theirs) books.
- 10- I'll go and see for (Himself, herself, myself) what has happened.

Reflexive Pronouns

الضمائر الشخصية العاكسة انفسها
بـ self مثل :

Myself - yourself - yourselves - himself - herself -
itself - oneself - themselves.

Examples:

- 1- Be careful or you will hurt yourself.
- 2- Salah (He) helped himself to make cakes.
- 3- One must be allowed to please oneself.

Exercise:

Put reflexive pronouns into the spaces:

- 1- Father cut when he was shaving.
- 2- Mary saw..... in the mirror.
- 3- We saw.....
- 4- If you would like some cakes help
- 5- I taught..... to play the piano.
- 6- One can easily lose in the woods.
- 7- Mary sewed those women dresses
-
- 8- This machine works by

- 9- The kitten tried to bite me and bit ____.
- 10- We lost when we were walking there.
- 11- He did the work all by
- 12- I saw him do it
- 13- One cannot see a tree like that by
- 14- You children must tidy that room. I am not going to help you.....
- 15- The children tidied the room.....
- 16- Do you think Mary, that you can cook the dinner by
- 17- We cooked the dinner entirely by ...;.
- 18- You and Ali can do that job

1) The Present Simple Tense

زمن البسيط

Form التكوين

- He / She / It / اسم مفرد → **مصدر الفعل + (s / es)**
- I / You / We / They / اسم جمع → **مصدر الفعل**

يضاف لمصدر الفعل (es) مع الأفعال المنتهية بـ:

(O / X / SS / Ch / Sh)

{ goes / boxes / crosses / watches / washes }

الفعل المنتهية بحرف (y) يسبقه حرف ساكن يحذف الي (i) ثم تضيف (es)

Carry → Carries hurry → hurries

الفعل المنتهية بحرف (y) يسبقه حرف متحرك تضيف له (s)

Say → Says Obey → Obeys

Usage الاستخدام

Facts

- It gets hot in summer.
- It rains in winter.

Habits and Routine

- Pupils go to school in the morning.
- I drink milk everyday.

When/till/until

- I will watch TV until(till) you come
- When he arrives , I will finish studying

Abilities

- I play the piano very well.

Key Words الكلمات البدالة

usually	عادة	always	دائما	rarely	نادرا
sometimes	أحيانا	every	كل	frequently	مرارا
often	غاليا	generally	عموما	scarcely	نادرا

Negative النفى

- He / She / It / اسم مفرد → **doesn't + مصدر الفعل**
- I / You / We / They / اسم جمع → **don't + مصدر الفعل**

@ All doesn't speak English.

@ They don't go to London every year .

Interrogative الاستفهام

Does + فاعل + مصدر الفعل ؟

Do + فاعل + مصدر الفعل ؟

فrequently مرارا sometimes من آن لآخر
scarcely (rarely) نادرا never.

EXERCISE

Correct the verbs in brackets:

- 1- The sun (rise) in the east. ()
- 2- A cow (give) us milk. ()
- 3- She (visit) her uncle every week. ()
- 4- We sometimes (go) to the school library. ()
- 5- A horse (have) four legs. ()
- 6- They often (spend) the summer at Alexandria. ()
- 7- When the sun (shine) we (feel) warm. ()
- 8- My elder brother (speak) French well. ()
- 9- I shall wait until he (come). ()
- 10- Your health will improve if you (take) the medicine. ()

Objective test

Choose the correct words from those between brackets:

- 1- The earth (go, goes) round the sun.
- 2- She always (has, have) a glass of milk before she (leave, leaves) for school.
- 3- Children (are, is, be) fond of sweets.
- 4- He will not leave his office until he (finish, finishes, will finish) his work.
- 5- They will get high marks if they (will study, studies, study) well.

1- rises 2- gives 3- visits 4- go
5- has 6- spend 7- shines — feel
8- speaks 9- comes 10- take

2) The Past Simple Tense زمن الماضي البسيط

Form التكوين	<div>(d / ed) + مصدر الفعل التصريف الثاني للفعل الشاذ</div> <p>الفعل المنتهي بحرف (y) يسبقه حرف ساكن يحول الي (i) ثم تضيف (ed)</p> <p>Carry → Carried hurry → hurried</p> <p>الفعل المنتهي بحرف (y) يسبقه حرف متحرك تضيف له (ed)</p> <p>Play → Played Obey → Obeyed</p> <p>إذا انتهى الفعل بحرف ساكن يسبقه حرف متحرك تضاعف هذا الحرف الاخير عند اضافة (ed)</p> <p>stop → stopped prefer → preferred</p> <p>travel → travelled</p> <p>لا تتبع هذه الأفعال القاعدة السابقة مثل (enter - visit - listen)</p> <p>listen → listened visit → visited</p>					
Usage الاستخدام	<div>1- أحيانا نستخدم أفعال في زمن الماضي البسيط</div> <p>- Ali visited me yesterday.</p> <div>2- العادات والأحداث المتكررة في الماضي</div> <p>- Heba always walked to school.</p> <p>- Ahmed used to travel by air.</p> <div>3- للمؤثر عن وقت وقوع الحدث</div> <p>- When did you study English?</p> <div>4- حدث شغل فترة من الزمن انتهت الآن</div> <p>- I lived in Cairo for ten years. (but now I didn't live there)</p> <div>5- (ago) قبل، في نهاية الجملة وقبلها مدة غير محددة في زمن الماضي البسيط</div> <p>- I didn't see Ahmed two years ago.</p>					
Key Words الكلمات الدالة	yeslerday	أمس	ago	منذ	In the past	في الماضي
	last	الماضي	once	عندما / ذات مرة	Just now	الآن
Negative النفى	<div>مصدر الفعل + didn't</div> <p>@ Ali didn't study English yesterday.</p>					
Interrogative الاستفهام	<div>مصدر الفعل + فاعل + Did</div> <p>@ Did Ali study English?</p>					



list of irregular verbs

قائمة بالأفعال الشاذلة وتصريفاتها

Verbs with no changes:

المعنى	Present	Past	P. P
يلكف	cost	cost	cost
يقطع	cut	cut	cut
يضرب	hit	hit	hit
أجرى	hurt	hurt	hurt
أدى	let	let	let
يضع	put	put	put
يغلق	shut	shut	shut
لقرب	set	set	set

Verbs with one change:

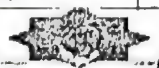
المعنى	Present	Past	P. P
يبني	build	built	built
يحرق	burn	burnt	burnt
يشترى	buy	bought	bought
يسلك	catch	caught	caught
يحفر	dig	dug	dug
يطعم	feed	fed	fed
يشعر	feel	felt	felt
يحارب	fight	fought	fought
يجد	find	found	found
يحصل على	get	got	got
يطحن	grind	ground	ground
يعلق	hang	hung	hung
يسمع	hear	heard	heard
يمسك	hold	held	held
يحفظ	keep	kept	kept
يركع	kneel	knelt	knelt
يضع	lay	laid	laid
يكذب	lie	lied	lied
يقود	lead	led	led
يلعلم	learn	learnt	learnt
يترك	leave	left	left
يقرض	lend	lent	lent
يفقد	lose	lost	lost
يصنع	make	made	made
يمنى	mean	meant	meant
يقابل	meet	met	met



المعنى	Present	Past	P. P
يدفع	pay	paid	paid
يقرأ	read	read	read
يقول	say	said	said
يبيع	sell	sold	sold
يرسل	send	sent	sent
لشرق	shine	shone	shone
يطلق	shoot	shot	shot
يجلس	sit	sat	sat
ينام	sleep	slept	slept
يشم	smell	smelt	smelt
يقضي	spend	spent	spent
يلهجى	spell	spelt	spelt
يسكب	spill	spilt	spilt
يقف	stand	stood	stood
يلصق	stick	stuck	stuck
يلدغ	sting	stung	stung
يضرب	strike	struck	struck
يكنس	sweep	swept	swept
يعلم	teach	taught	taught
يخبر	tell	told	told
يفكر	think	thought	thought
يفهم	understand	understood	understood
يفوز	win	won	won
يحتجب، يترقب	withhold	withheld	withheld
يقاوم، يواجه، يلدن	withstand	withstood	withstood

Verbs with two changes:

المعنى	Present	Past	P. P
يكون للمفرد	be (am, is)	was	been
يكون للجمع	be (are)	was/were	been
يولد	bear	bore	born
يصبح	become	became	become
يبدأ	begin	began	begun
يعض	bite	bitten	bitten
يهب	blow	blew	blown
يختار	choose	chose	chosen
يأتى	come	came	come
يفعل	do	did	done
يرسم	draw	drew	drawn
يشرب	drink	drank	drunk
يقود	drive	drove	driven



المضارع	Present	Past	P. P
أكل	eat	ate	eaten
سقط	fall	fell	fallen
طير	fly	flew	flown
نسى	forget	forgot	forgotten
سامح	forgive	forgave	forgiven
جمد	freeze	froze	frozen
عطى	give	gave	given
ذهب	go	went	gone
نما	grow	grew	grown
خفى	hide	hid	hidden
عرف	know	knew	known
رقد	lie	lay	lain
ركب	ride	rode	ridden
رن	ring	rang	rung
رفع	rise	rose	risen
جرى	run	ran	run
نشر	saw	sawed	sawn
رى	see	saw	seen
خيط	sew	sewed	sewn
هز	shake	shook	shaken
غنى	sing	sang	sung
غوص	sink	sank	sunk
بذر	sow	sowed	sown
تحدث	speak	spoke	spoken
سرق	steal	stole	stolen
سبح	swim	swam	swum
مزق	tear	tore	torn
رمى	throw	threw	thrown
ارتدى	wear	wore	worn
كتب	write	wrote	written
نسج، حوكة	Weave	wove	woven
للف، انحرف، يصفى	Wind	wound	wound
انسحب، سحب	withdraw	withdrew	withdrawn

ملاحظة هامة جدا

تُصريفات الأفعال المنتظمة فيضاف لها "d - ed - ied"

A- Correct the verbs :

1. I (go) to the zoo a week ago.
2. Early man (have) advantages ^{مزايا} over animals.
3. The Ancient Egyptians (marry) their sisters.
4. He (visit) us yesterday and (stay) for lunch.
5. He (write) his composition yesterday and (make) many mistakes. —
6. Last summer I (bathe) in the sea twice a day when I (be) at Alexandria.
7. When I (meet) him last night, I not (remember) his name.
8. He (be) a good football player once.
9. Suppose you (have) an aero plane, what would you do with it?
10. He wishes that money (grow) on trees.

Objective test

Choose the correct words from those between brackets:

- 1- They (have, had) plenty of time to get the work (do, did, done).
- 2- We (go, gone, went) out in the rain and (get, got) very wet.
- 3- I wish I (am, were) a famous writer.
- 4- When I (be, was, were) young, I (go, went, had gone) to bed early.
- 5- Suppose I (got, get) there late, what (will, would) happen?

Answer

- 1- went 3- married 4- visited — stayed
2- had
5- wrote — made 6- bathed — was
7- met — didn't remember 8- was
9- had 10- grew

4) The Present Continuous Tense زمن المخارع المستمر

Form التكوين

- I →

am

- He / She / It / اسم مفرد →

is + (مصدر الفعل + ing)

- You / We / They / اسم جمع →

are

إذا انتهى الفعل بحرف ساكن يسبقه حرف متحرك تضاعف هذا الحرف الأخير عند إضافة (ing)

stop → stopping

prefer → preferring

travel → travelling

لا تتبع هذه الأفعال القاعدة السابقة مثل (enter - visit - listen)

listen → listening

visit → visiting

Usage الاستخدام

- The sun is shining now.

- They are still studying English.

- I am reading a nice story.

- I am flying to London tomorrow.

4- يُستخدم مع بعض الأفعال الدالة على (Look / Listen / Watch)

عندما نكل على شيء يحدث متعبدا

- Look! The children are playing.

- Listen! The bird is singing.

Key Words الكلمات الدالة

Look

نظر

at present

في الوقت الحاضر

still

ما زال

Listen

يستمع

now

الآن

tonight

الليلة

Watch

يشاهد

at the moment

في هذه اللحظة

Negative النفى

- I →

amn't

- He / She / It / اسم مفرد →

isn't + (مصدر الفعل + ing)

- You / We / They / اسم جمع →

aren't

Interrogative الاستفهام

Is + (مصدر الفعل + ing) + فاعل + ؟

Are + (مصدر الفعل + ing) + فاعل + ؟



A. Correct the verbs :

- 1- I usually (drink) coffee in the afternoon, but ~~am drinking~~ now.
- 2- This man (speak) French well but at this moment he (speak) English.
- 3- What you (do) now?
- 4- He (play) now because he (have) no work to do.
- 5- Look! Smoke (come) out of that window. There (be) something on fire.
- 6- Listen! They (cry) for help.
- 7- Look! A man (run) after the tram. He (want) to catch it.

Objective test

Choose the correct words from those between brackets:

- 1- I (go, went, am going) to the cinema tonight.
- 2- Look! The boy (beat, is beating, beats) the donkey.
- 3- Your mother (wait, waits, is waiting, will wait) for you at this moment.
- 4- At the present moment all the pupils (are sitting, sit, will sit) quietly because their teacher (speaks, spoke, is speaking).
- 5- My brother (speak, speaks, spoke) four foreign languages. Now he (learn, learns, is learning) a fifth.

Answer

1- drink — am drinking	} 6- are crying	
2- speaks — is speaking		
3- are you doing?		7- is running
4- is playing — has		- wants
5- is coming — is		

3 Future simple tense

• am, is, are + going to, تأكيد

يكون المستقبل البسيط من will أو shall مضافاً إليهما المصدر بدون to تستعمل shall مع I, we أما will فتستعمل مع بقية الضمائر.

استعماله:

تستعمل المستقبل البسيط للتعبير عن حدث سيقع في المستقبل.

I shall go to the cinema tomorrow.

ويستعمل المستقبل البسيط عادة مع الكلمات الآتية:

Next, tomorrow, in the future soon.

Exercise

Correct the verbs in brackets:

- 1- We (leave) for London tomorrow.
- 2- We (have) a holiday next week.
- 3- Tomorrow I (get) up early and (walk) for an hour or two.
- 4- Why he (go) to the market السوق tomorrow?
- 5- The grocer البقال (send) us the goods we (want) for the next week.
- 6- I (post) these letters tonight.
- 7- When he (come) I (be) glad to see him.
- 8- I (stay) at home till the rain (stop)
- 9- Where you (go) for your holidays this year?
- 10- If the train (stop) at Giza, I (get) out there.

Objective test

Choose the correct words from those between brackets:

- 1- He (shall, will) finish his work before he (goes, go).
- 2- I (shall, will) not write till I (will buy, shall buy, buy) a pen.
- 3- I hope I (pass, shall pass, will pass) the examination next month.
- 4- He promised that he (will, would) pay me tomorrow.
- 5- Next month I (am, will be, shall be) twenty.

- 1- will leave
- 2- will have
- 3- will get - will walk
- 4- will he go - ?
- 5- will send - will want
- 6- will post
- 7- Comes - will be
- 8- will stay - stops
- 9- will you go -
- 10- stops - will get

Form:

He
She
It

} has + P.P

I
You
They
We

} have + P.P. الفعل في التصرف
الماضي

Usage: استخدام

١- يعبر عن حدث قبل الكتابة مباشرة أو منذ مدة قصيرة.

1- I have just returned from Mecca.

2- The clock has just rung ten.

٢- حدث بدأ في الماضي وما زال في الحاضر.

1- He has been in the army for two years. (He is still in the army).

2- I have lived in Cairo for five years.

٣- يستخدم مع Since و For

- 1- ...
- 2- ... has been nothing since he left the hospital.
- 3- ... has stayed with us for two weeks.
- 4- She has not cheated since she visited Kaaba.

Pr. Perfect	Since	Past Simple
Since	Past simple	Pr. Perfect

ويستخدم هذا الزمن مع:

Never – ever yet already – just

- 1- I have not finished my homework yet.
- 2- I have just come to the lecture room.
- 3- I have never been asked such silly questions.

Correct the verbs in brackets:

- 1- He (not – tell) ~~lies~~ since he prayed regularly.
- 2- His health (improve) since he (go) to the hospital.
- 3- They just (move) into a new apartment.
- 4- I (write) my wife a letter everyday for the last two weeks.
- 5- I (like) cowboy movies since I (be) a boy.
- 6- She (attend – not) any parties since she came here.
- 7- Try not to be absent from class again for the rest of the term. You (miss already) too many lessons. *have already missed*

1- has not Told. 2- has improved — went
 3- have just moved 4- have written *has*
 5- have liked — was *(B)* 6- has not attended.

8- Since I started writing in this class I (take) many tests

9- I (gave) this book since the first of June.

10- My parents (live) in the same house for over thirty years.

8 - have taken

9 - have given

10 - have lived

الفعل في التصريف الثالث had + P.P.

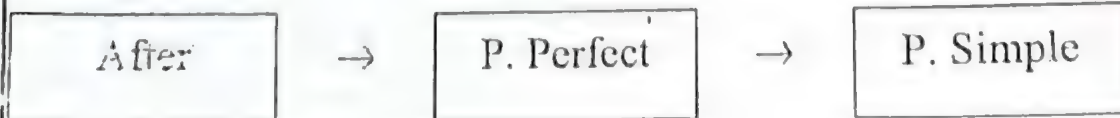
استخدام Usage:

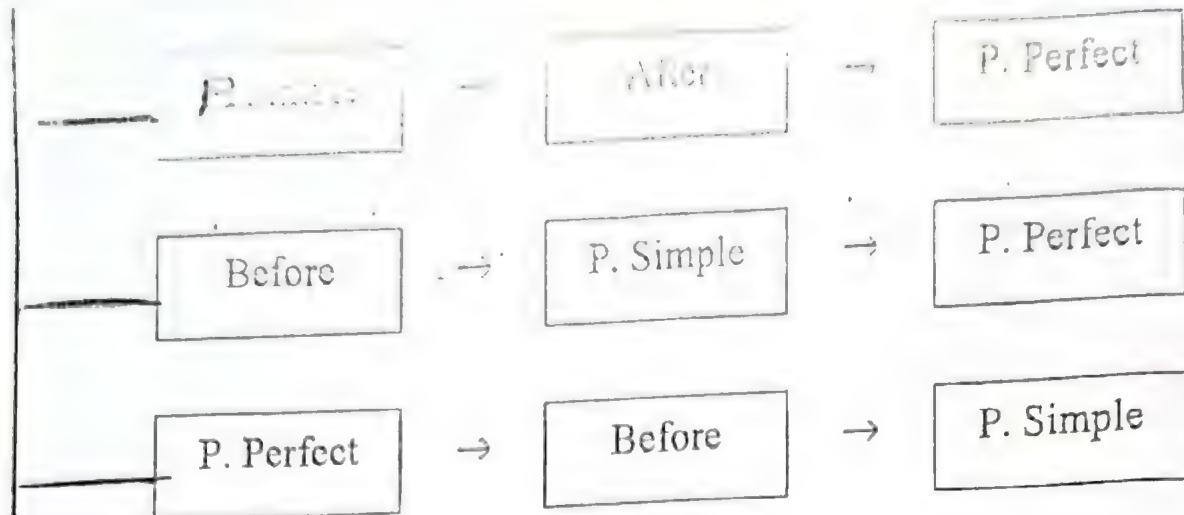
عندما يكون هناك حدثان في الماضي ضع الحدث الأول في الـ P. Perfect والثاني مع P. Simple وعادة مع يستخدم مع After و Before.

- 1- The children ran away after they had broken the glass of the window.
- 2- The train had left before I reached the station.
- 3- After the guests had left, I went to bed.
- 4- Badr had been a newspaper reporter before he (become) a businessman.
- 5- I felt a little better after I had taken the medicine.

لاحظ ممكن استخدام when مع هذا الزمن مع مراعاة الحدث الأول في P. Perfect والثاني في P. Simple.

- When he arrived at the airport yesterday, the plan had already left.
- When the firemen arrived at the scene, the house had burnt down.





Correct the verbs in brackets:

- 1- When I arrived here, I (know – not) much about the United States.
- 2- My grandfather (Live) in a small village before he stayed in Rome.
- 3- After he (return) from London, he suddenly (fall) ill.
- 4- The teacher (give) back the notebooks, after he (correct) them.
- 5- When I (arrive), the professor (start already) the lecture.

Choose the correct answer:

- (1) He (thanks – thanked) me for what I (did – had done).

Answer

1- had not known 3- had returned
 2- had lived 4 gave 2D - had corrected
 5- arrived - had already started

٥٧ تذكيرنا:

يتكون الماضي المستمر من فعل "to be" في الماضي أي
was, were متبوعاً بالمصدر بدون to مضافاً إليه ing

٥٨ استعماله:

١- يستعمل الماضي المستمر للتعبير عن حدث كان مستمراً في
الماضي عند وقوع حدث آخر.

—While I was playing tennis, I fell down.

٢- كما يستعمل للتعبير عن حدثين مختلفين كانا يحدثان في نفس
الوقت.

—While I was driving my car, my friend was
sleeping.

٥٩ ويستعمل الماضي المستمر عادة مع الكلمات الآتية:

—While, as, when

—While (As) I was studying, I heard a cry.

—The pupil was doing the exercise when the bell rang.

ملاحظات:

(أ) يأتي بعد while, as الماضي المستمر أما الفعل الرئيسي

فيكون في الماضي البسيط.

(ب) يأتي بعد when الماضي البسيط أما الفعل الرئيسي فيكون

في الماضي المستمر.

(ت) بعض الأفعال لا تستخدم في الأزمنة المستمرة، هذه

الأفعال معظمها يعبر عن الحواس والشعور بهي:

—See, hear, feel, dislike, love, hate, fear, want, wish,
desire, know, think, believe, hope, understand, notice,

Known for, own, possess, belong

ملاحظات:

١- يأتي بعد while, as الماضي المستمر أما الفعل الرئيسي فيكون في الماضي البسيط.

٢- يأتي بعد when الماضي البسيط أما الفعل الرئيسي فيكون في الماضي المستمر.

٣- بعض الأفعال لا تستخدم في الأزمنة المستمرة هذه الأفعال معظمها يعبر عن الحواس والشعور - وهي:

See, hear, feel, dislike, love, hate, fear, want, wish, desire know, think, believe, hope, understand, notice, remember. Own, possess, belong.

—This book is belonging to me (wrong).

—This book belongs to me (right)

—He was wishing to be a doctor (wrong)

—He wished to be a doctor (right)

Exercise

Correct the verbs in brackets:

1- as I (work) a man (Knock) at my door.

2- While my servant (carry) my bag, he (drop) it and (hurt) his foot.

1- Was working — Knocked

2- Was carrying — dropped (23) — hurt

3- After ... very quickly.

4- The drawing boy (cry) for help while I (walk)by the river.

5- Last night somebody (shout) while I (study) my lessons.

6- The aero plane (fly) Quickly when it suddenly (catch) fire.

7- The pupils (read) When the headmaster (enter) the class.

8- While the policeman (sleep) the prisoner (escape)

9- I (see) him as I (drive) to the station. (Saw — was driving-

10- What you (do night when I (meet) you? were you doing — met

3- jumped — was running - 4- cried — was walking

5- Shouted — was studying | 7- were reading — entered

6- was flying — caught - | 8- was sleeping — escaped

II- Active and passive voice

المبنى للمعلوم والمبنى للمجهول

لتحويل الجملة إلى صيغة المبنى للمجهول اتبع الخطوات الآتية:

١- اجعل المفعول للفعل المبني لمعلوم فاعلا.

٢- حول الفعل إلى مبني للمجهول وذلك باستعمال جزء من فعل to be في نفس زمن الفعل الأصلي واجعله يطابق الفاعل ثم أضف إليه التعريف الثالث للفعل.

1-Am , is , are المضارع البسيط + P.P

2- Was Were + P.P

3- Shall be will be + P.P

4- Am , is , are being + P.P

5- Was , were being + P.P

6 Has , have been + P.P

7 Had been + P.P

٢- اجعل الفاعل للفعل المبني للمعلوم مفعولا مسبقا بكلمة by

1-the farmer grows cotton.

Cotton is grown by the farmer.

2-the teacher explained the lesson.

The lesson was explained by the teacher.

3-I shall buy a car.

A car will be bought by me.

4-the servant is washing the dishes. الأطباق

The dishes are being washed by the servant.

5-the woman was cooking the food.

The food was being cooked by the woman.

6- I have written a letter .

A letter has been written by me.

7- the soldiers had destroyed the camp.

The camp had been destroyed by the soldier.

ملاحظات:

إذا كان للجملة مفعولين فإن كل منهما يصلح لأن يكون فاعلا وعلى ذلك يكون للجملة جوابين.

I gave the poor boy some money.

The poor boy was given some money by me.

Some money was given to the poor boy by me.

Exercise

Change into passive voice:

- 1- The butcher الجزار sells meat.
- 2- The hungry man ate all the food.
- 3- I shall tell the truth.
- 4- We must avoid نتجنب had habits.
- 5- She could speak. English and French.
- 6- The soldier is polishing يلمع the guns.
- 7- The girl was drawing a nice picture.
- 8- The cats have drunk the milk.
- 9- They had won the match.
- 10- The gardener is cutting the grass.

The the branches of the tree.

12- We have not yet finished the exercise.

13- The boys do not understand the lesson.

14- The merchant will sell the goods tomorrow.

15- She had sent a letter to her brother last month.

3-Negation

النفي

لتحويل الجملة إلى صيغة النفي اتبع الخطوات الآتية :

١- إذا كانت الجملة تحتوي على فعل مساعد ضع كلمة not بعده والأفعال المساعدة هي :

Shall, should, will, would, can , could, may, might, must , ought to , verb "to be" and verb "to have"

1- He will help me.

He will not help me.

2- They could do the exercise.

They could not do the exercise.

3- I have written a letter.

I have not written a letter.

"do not" إذا لم يكن متصلاً بـ does not لا خير

اتبعهما بالمصدر بدون to أما إذا كان الفعل في الماضي

فأستعمل did not وأتبعها بالمصدر بدون to أيضاً.

1. They work hard.

They do not work hard.

2. She likes apples.

She does not like apples.

He bought a car.

He did not buy a car.

٢- إذا كانت الجملة تحتوي على some حولها إلى any وضع الفعل في صيغة النفي أو إلى no واترك الفعل كما هو في صيغة الإثبات.

-I made some mistakes.

I did not make any mistakes.

I made no mistakes.

2. He met somebody in the garden.

He did not meet anybody in the garden.

He met nobody in the garden.

I heard someone singing.

I did not hear anyone singing.

I heard no one singing.

4 She found the book somewhere.

She did not find the book anywhere.

She found the book nowhere.

ملحوظة:

إذا كانت some جزءاً من الفاعل حولها إلى no واترك الفعل في صيغة الإثبات.

5 Some pupils are lazy.

No pupils are lazy.

٤- إذا كانت الجملة تحتوي على always أو usually أو sometimes أو some day حولها إلى never واترك الفعل كما هي في صيغة الإثبات.

7 She always wears nice clothes.

She never wears nice clothes.

2 He sometimes plays tennis.

He never plays tennis.

3 Some day you will know the truth.

You will never know the truth.

ملحوظة:

إذا جاءت never في بداية الجملة يوضع الفعل قبل الفاعل.

Never will you know the truth.

both and أو either — or
حولهما إلى neither nor

1- Both Ali and Hassan were clever.

Neither Ali nor Hassan was clever.

2- He is either a doctor or a teacher.

He is neither a doctor nor a teacher.

ملحوظة :

الفعل المستعمل مع neither ... nor يتبع الفاعل القريب منه.

٦- إذا كانت الجملة تحتوي على every أو each أو all ضع كلمة not قبلها.

1- Every boy was beaten.

Not every boy was beaten.

2- All people are happy.

Not all people are happy.

ملحوظة:

إذا كانت every أو each أو all تكون جزءا من المفعول حولها إلى no واترك الفعل في صيغة الإثبات.

1- He gave each pupil a prize.

He gave no pupil a prize.

٧- إذا كانت الجملة تحتوي على also أو too حولهما إلى either وضع الفعل في صيغة النفي.

1- Ahmed has a car also

Ahmed has not a car either.

2- He speaks French too.

He does not speak French either.

٨- إذا كانت الجملة تحتوي على so حولها إلى neither وضع الفعل في صيغة النفي.

3- He bought a shirt, and so did I.

He did not buy a shirt, and neither did I.

٩- إذا كانت الجملة تحتوي على and حولها إلى or وضع الفعل في صيغة النفي.

4- He got the book and studied the lesson.

He did not get the book or study the lesson.

ملحوظة:

إذا كانت and تربط جملتين بفاعلين مختلفين تبقى كما هي دون تحويل.

5- I went away and she stayed at home.

I did not go away and she did not stay at home.

١٠- إذا كانت الجملة تحتوي على used to وضع كلمة not بعد used.

6- He used to come late.

He used not to come late.

Exercise

Change into Negative :

- 1- I shall go to Alexandria.
- 2- He can make tea.
- 3- They had won the match.
- 4- I know this.
- 5- She feeds her children .
- 6- He sold the gold ring.
- 7- I saw some birds on the tree.
- 8- Someone has made a noise.
- 9- He bought something at the shop.
- 10- I think somebody is there.
- 11- She found the lost child somewhere.

4- Asking Questions

تحويل الجملة إلى صيغة الاستفهام اتبع الخطوات الآتية:

١- إذا كانت الجملة تحتوي على فعل مساعد ضعه قبل الفاعل.

1- They are playing.

Are they playing?

2- She can swim. → Can she swim?

الجملة الاستفهامية

(1) Question with Yes / No answers
السؤال المبدوء بفعل مساعد أو ناقص

am	is	are	was	were	has	الأفعال المساعدة
have	had	do	does	did		

will	would	shall	should	can	could	الأفعال الناقصة
may	might	must	has to	have to	had to	

Examples

✎ Yes, he is playing football. Is he playing football?	✎ No, they aren't in Paris now. Are they in Paris now?
✎ Yes, I have read the story. Have you read the story?	✎ Yes, I can speak French. Can you speak French?

إذا لم يوجد بالجملة فعل مساعد أو ناقص نستخدم

Do	إذا كان فعل الجملة في المصدر
Does	إذا كان فعل الجملة ينتهي بـ (s / es)
Did	إذا كان فعل الجملة ينتهي بـ (d / ed) أو فعل ماضي شاذ

Examples

✎ Do you write the letter? Yes, I write the letter.	✎ Does he watch TV? Yes, he watches TV.
✎ Did he play football? Yes, he played football.	✎ Did you write the letter? Yes, I wrote the letter.

الاجابة على السؤال المبدوء بفعل مساعد أو ناقص

✎ Is he a teacher?	Yes, he's	No, he isn't
✎ Can you speak English?	Yes, I can	No, I can't
✎ Does he drink the milk?	Yes, he does	No, he doesn't
✎ Did you play football?	Yes, I did	No, I didn't



Grammar review

(2) Question Words السؤال بأدوات الاستفهام

لما تم تدريس النصوص التالية مع جمل الترتيب الاستفهام (Who / Whose) ؟
..... مفعول + فعل + فاعل + فعل مساعد أو ناقص + أداة الاستفهام

للسؤال عن الفاعل العاقل	
Who من	Who wrote the lesson? Ali wrote the lesson.
للسؤال عن الملكية { يأتى بعدها النثن المملوك }	
Whose لمن	Whose book is it? It's my book.
للسؤال عن المكان	
Where أين	Where did you go yesterday? I went to Luxor yesterday.
للسؤال عن الزمان	
When متى	When did you go to Luxor? I went to Luxor yesterday.
للسؤال عن الفاعل والمفعول الغير عاقل	
What ما / ماذا	What did he do? He studied English. What's your name? My name is Ali.
تستخدم للتفضيل والتميز، وغير العاقل	
Which أى / أيهما	Which do you prefer: football or tennis? I prefer tennis than football.
للسؤال عن السبب الاجابة عليها بـ (لان because.....) أو (مصدر الفعل + to)	
Why لماذا	(لذلك so.....) Why didn't you go to school yesterday? I didn't go to school yesterday because I was ill.

<p>How كيف</p>	<p>للسؤال عن الطريقة والكمية (by) او الحالة</p> <p>How do you go to school? I go to school on foot / by bus.</p> <p>How are you? I'm fine, thank you.</p>
<p>How many كم العدد</p>	<p>للسؤال عن العدد ، بأى بعدها النثن المعدود</p> <p>How many pupils are there in the class? There are 30 pupils in the class.</p>
<p>How much كم النمن / الكمية</p>	<p>للسؤال عن الكمية والنمن</p> <p>How much rice do you need? I need 3 kilos of rice.</p> <p>How much is this shirt? This shirt is 130 pounds.</p>
<p>How long كم المدة</p>	<p>للسؤال عن طول المدة الرسمية ، خاصة مع (since / for / ago) للسؤال عن طول الاشياء</p> <p>How long have you lived in Cairo? I have lived in Cairo for ten years.</p> <p>How long is the car? The car is 5 metres long.</p>
<p>How tall كم طول</p>	<p>للسؤال عن طول (الاشخاص)</p> <p>How tall is Rasha? Rasha is 1.80 cm tall.</p>
<p>How high كم ارتفاع</p>	<p>للسؤال عن الارتفاع</p> <p>How high is the school? The school is 30 metres high.</p>
<p>How old كم عمر</p>	<p>للسؤال عن العمر</p> <p>How old is Ali? Ali is 15 years old.</p>
<p>How often How many times كم عدد المرات</p>	<p>خاصة مع (once مرة واحدة / twice مرتان / ...times مرات (always / sometimes / often / never / usually)</p> <p>How often did you go to the zoo? I went to the zoo twice a month.</p>

الأسئلة: Questions

How fast كم سرعه	How fast can the train go per hour? The train can go at the speed of 30 miles per hour.	للسؤال عن السرعه
How wide كم اتساع	How wide is the room? The room is three meters wide.	للسؤال عن الاتساع
How far كم بُعد المسافة	How far is Luxor from Giza? Luxor is 360 KM from Giza.	للسؤال عن بُعد المسافة
How deep كم عمق	How deep is the sea? The sea is 100 feet deep.	للسؤال عن العمق
How heavy كم وزن	How heavy is the watermelon? The watermelon is 5 Kg.	للسؤال عن الوزن

حرف الجر يمكن أن يوضع قبل أداة الاستفهام أو بعد الفعل

(eg) About whom do you speaking?

(eg) Of what did you complain?

(eg) What did you complain of?

I am	I was	I / We	me / us	my / our	ضمائر المضارع
Are you	Were you	you	you	your	الضامات

لماذا أذاكر وأتفوق ؟

1- من أجل نفسي : لأن المتفوق يصل بسرعة إلى ما يريد .

2- من أجل أمي وأبي : لأن نجاحي سبب في شعورهما بالسعادة .

3- من أجل مجتمعي : لأن المجتمع يحتاج إلى المتفوقين والناجحين .

Grammar review

تسارع السيارة من الصفر إلى
ويحول الفعل إلى صيغة الاستفهام.

The car can go at the speed of twenty miles per hour.

Objective tests

A- Choose the correct words from those between brackets:

- 1- (What , why , whom) do you need the money?
- 2- (who , what , when) will they arrive at the airport?
- 3- (where, whom, what) do you keep your car?
- 4- (which, whose, who) English book is this?
- 5- (what , when, which) time is it now?
- 6- (who, which, what) girl is your sister?
- 7- (what, which, whom) did you talk to?
- 8- (who , what , whom) broke the window?
- 9- (where , which , How) did they get there ?
- 10- (whose, what , whom) colour is your hair?

B-fill in each space with the most suitable adjective after How in these questions:

- 1- How Did you pay for your new suit?
- 2- Howis your classroom?
- 3- Howis Alexandria from Aswan?
- 4- Howis Cairo Tower?
- 5- Howdo you go to the school library?
- 6- Howis your English teacher?
- 7- Howdid he stay in England?
- 8- Howis the river?
- 9- Howcups of coffee did you drink?
- 10- Howis the box?

Answer

- 1- much 2- wide 3- far 4- Tall
5- often 6- old 7- long 8- deep-long
9- many 10- heavy

إذا / لو If

(1) The First Conditional الحالة الأولى	
Form	IF + (present simple) → (will / shall) + inf
Usage	توقعات مستقبلية ⊙ If he <u>plays</u> well, he <u>will win</u> the match.
	وعود ⊙ I <u>will give</u> you a present, <u>if</u> you <u>succeed</u> .
	تهديدات ⊙ If you <u>fail</u> in the exam, I <u>will punish</u> you.
Question Form	⊙ What <u>will</u> you <u>do</u> <u>if</u> you <u>have</u> a lot of money? ⊙ <u>if</u> you <u>have</u> a lot of money, <u>will</u> you <u>buy</u> a car?
(2) The Second Conditional الحالة الثانية	
Form	IF + (past simple) → (would / should) + inf
Usage	للتعبير عن أحداث غير حقيقية أو مفترضة ⊙ If I <u>had</u> a lot of money, I <u>would buy</u> this car - تستخدم (were) بدلاً من (was) مع {he / she / it / I} للتعبير عن أحداث غير حقيقية أو مفترضة
	⊙ I'd study hard, <u>if</u> I <u>were</u> you.
Question Form	⊙ What <u>would</u> you <u>do</u> <u>if</u> you <u>had</u> a lot of money? ⊙ <u>if</u> you <u>had</u> a lot of money, <u>would</u> you <u>buy</u> a car?
(3) The Third Conditional الحالة الثالثة	
Form	IF + (past perfect) → (would have / should have) + p.p
Usage	أحداث ماضية مستحيلة الحدوث أو حدثت ومستحيل تغييرها الآن ⊙ If he <u>had come</u> earlier, he <u>would have caught</u> the bus. (He didn't catch the bus) نظم على أحداث ماضية مستحيل تغييرها وغالباً ما تستخدم if only
	⊙ <u>if only</u> I <u>had studied</u> hard, I <u>would have succeeded</u> .
Question Form	⊙ What <u>would have</u> you <u>done</u> <u>if</u> you <u>had had</u> a lot of money? ⊙ <u>if</u> you <u>had played</u> well, <u>would you have won</u> the match?

Unless إذا لم

- هي نظم (if) وتدخل محلها في الحالات الثلاث مع نظم الجملة الثانية

- Unless he studies hard, he won't succeed.
- Unless I were you, I wouldn't buy this car.
- Unless you had played well, you wouldn't have won the match.

1- If he comes, I shall see him

3- If he came, I should see him. (improbable).

4- If he had come, I should have seen him
(impossible).

5- Unless you stop talking, I shall send you out.

Exercises :

1-Complete the following using the verbs between the bracket:

1- If he succeeded, his father.....(to be glad).

2- If you play more, you (to play better).

3- If you had visited London, you(to see).

4- Unless the food is good, you(to feel).

5- If you had listened carefully, you(to understand).

1-Choose the right parts:

1- If a policeman had seen the accident, he
(would take – would not take – would have taken) the driver's name.

2- Were he to make a mistake, he (would – would have – would be) punished.

3- (were – should – had) he tell the truth, he will be forgiven.

1- would be glad 2- will play

3- would have seen 4- will feel

5- would have understood